

**Water/Wastewater Commissioners’
Meeting Minutes
February 14, 2012**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Jessica Hardwick

Call to Order:

Chairman Courage called the meeting to order at 6:04 p.m.

Decisions:

Approval of Final Minutes – Commissioner White made the motion to approve the minutes of the commissioners’ meetings held January 17, 2012 and January 27, 2012, and to table the minutes of the commissioners’ meetings held January 31, 2012 and October 25, 2011 until the commissioners’ meeting to be held February 28, 2012. Vice-Chairman Putnam seconded the motion. All voted in favor.

Superintendent Boucher’s Performance Review – Commissioner White invited the commissioners to join him at his office February 21, 2012 at 2:00 to discuss the Superintendent’s annual review and draft an updated list of managerial objectives. The Human Resources Director has requested all employee reviews to be completed and returned by February 29th.

Appointment:

Mr. Rene LaBranche, Stantec Consulting, was present this evening to discuss the Septage Receiving Facility. He reiterated project discussion topics of the meeting held at the Water Utilities Department Friday morning, February 10, 2012, including: bids received were higher than anticipated, a \$37,500.00 cost reduction is anticipated due to Water Utilities personnel performing aspects of the project, the extension of septage piping, the NH Department of Environmental Services was informed that monies from the Wastewater Capital Reserve funds will be utilized, and that quotes are required from at least three material suppliers. Chairman Courage said that the material cost is an issue, as the Septage Receiving Facility Project savings will result from the in-house labor. Mr. LaBranche distributed a bid schedule and discussed the waterline design, septage discharge piping, and the estimate to extend the effluent line in addition to the potable water line, which was not included in the original estimate. Commissioner White expressed concern about fees, Mr. LaBranche said with assurance that there will not be an over-run of fees and that current contingencies involve \$25,000.00 duct bank issues. All were in agreement that all of the state-approved project monies must be spent to receive a 50/50 payment match from the state. He reiterated putting paving back into this project and that the Water Utilities Department could put in crushed gravel. Mr. LaBranche said that material costs may exceed the loan amount. Chairman Courage said that approximately \$10,000.00 in material costs may be absorbed by

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the Wastewater budget. Superintendent Boucher suggested the option of splitting the material cost 50/50 between the water and sewer budget accounts. Chairman Courage said that he felt this should be only a sewer budget expense because the project is not in the town's right-of-way, and that the Water Utilities Department should treat itself as a customer. Vice-Chairman Putnam suggested Superintendent Boucher research the budget option further and report back to the commissioners, and asked Mr. LaBranche why potable water wasn't part of the original project plan design. Mr. LaBranche replied that this type of project does not typically include both. Mr. LaBranche will contact Lakeside, a contractor, to expedite the construction phase and to suggest swapping pipes from the duct line to PVC. He will investigate instrumentation and control instruction; he said overall, the Septage Receiving Project is going well and he enjoys working with Mr. Lucia, the Weston & Sampson Superintendent, and that wiring has not begun yet. The old septage receiving facility will be drained and repurposed. Chairman Courage said that the overall project progress is very promising.

Chairman Courage explained to Mr. LaBranche that he is on a subcommittee researching information about the Reserve at Federal Hill prior to the management turning ownership over to the condo association of elected officials. He said his concern is the association's future assumption of responsibility of private roads and sewer, as the condition of the sewer that was installed by Continental, but that available records only explain placement of the sewer lines, and there is contradiction between the plans received from the Planning Department and the signed Public Works Department plans. He asked Mr. LaBranche who owned the sewer infrastructure, the town or the association, adding that the signed plans by the Milford Planning Board indicates the Town owns the sewer system, he wanted to know whether the sewer had been properly constructed/maintained or whether known deficiencies had been corrected. Mr. LaBranche said that the former Dufresne-Henry handled the on-site inspection and the information and inspection videotape had been given to Mr. Courage, but that he had no clear memory of the 2005 project details, which predated the Board of Water and Sewer Commission. Chairman Courage said that Stabile Construction is working to provide the as-builts. Mr. LaBranche recommended the sewer be cleaned and videotaped prior to the association assuming ownership. Vice-Chairman Putnam suggested easements be investigated. Commissioner White suggested all parties be clear on what is being paid for. Superintendent Boucher should review the plans Mr. Courage has obtained. The commissioners thanked Mr. LaBranche for attending this evening's meeting to provide the Septage Receiving Project updates and answer questions.

Discussion/Information Items:

Curtis Well River Crossing – Superintendent Boucher distributed updated project information received from Mr. Chris Berg, Wright-Pierce, including corrections to page 2 of the Wright-Pierce \$17,600.00 price proposal to prepare bidding documents for the engineering portion of the Curtis Well Direct Drilling Project discussed at the January 31, 2012 commissioners' meeting. Upon discussion of the price, Chairman Courage signed the proposal.

Correspondence to Ms. Tania LaChance re: Meter – Mrs. Jessica Hardwick explained this water customer's hesitation to have an updated water meter installed. The commissioners recommended she send a certified letter to the property's owner with a courtesy copy sent to Ms. LaChance.

Activities Report – Reviewed by commissioners. The commissioners asked Superintendent Boucher to let Mr. Nash and Mr. Pirkey know the fine job stripping and re-waxing the Administration Building floors is appreciated.

Commercial/Residential Water Meter Rate Change Petition – Superintendent Boucher and Mrs. Hardwick explained that a petition had been received from the Stoney Brook Condominium Association, and that the first request had been to change all residential users to one-rate regardless of building style or unit number, and then a second request had been to categorize all the Stoney Brook Condominiums into the residential billing. Upon discussion, Chairman Courage suggested if the condo association wanted the benefit of the residential rate, they would need to install meters on each individual condo unit. It was noted that the petitioners' signatures included Milford water/sewer users and some names who are not recognized as current water/sewer customers.

Non--Public Session (RSA 91A:3 II (d) Land). Chairman Courage moved to enter into Non-public session at 7:16 p.m. in accordance with RSA 91:A3 II (d) for a discussion regarding land. Commissioner White seconded the motion. All were in favor. When the non-public was adjourned at 7:25 p.m., Chairman Courage announced that a decision regarding land had been reached and that upon approval of the minutes of this non-public session at a future meeting, the non-public session meeting minutes would be sealed. Vice-Chairman Putnam seconded the motion. All voted in favor.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, February 28, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 7:34 p.m. Commissioner White seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date